

REQUEST FOR RECORDS RETENTION SCHEDULE

be Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE
NO.

343

PAGE
NO.

1.

1. Requesting Agency

STATE TREASURER

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. COUPON REGISTER

Superseded by Sched. 475 (6/18/69)

Dates: 1871-1889
Quantity: Basement: 3 volumes (1 cubic foot)
File Arrangement: Chronological
Audit: State

Dis

This item includes all records titled "Coupon Register." These appear to be an earlier counterpart of the Coupon Journals (Item 2). Specifically, the record books carrying the title of Coupon Register are:

Coupon Register (1871-85) - Deaf and Dumb Asylum Loan
Coupon Register (1879)
Coupon Register (1889) - Exchange Loan of 1889. Record shows the name and date of the loan, the series number, the amount, citation of legislative authority. In columnar form are recorded the amount of each coupon, the date payable, when paid, and a stamped notation as to the destruction of paid bonds.

Certain Coupon Registers for the period 1835-1933 have been transferred to the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary

APPROVED
HALL OF RECORDS COMMISSION